

[Your Name]
[Your Position/Title]
[Your Organization/Company]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Position]
[Immigration Office/Agency Name]
[Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to provide a reference for [Applicant's Name], who is applying for [specific visa or immigration status] at your esteemed office. I have known [Applicant's Name] for [duration of acquaintance] and have had the opportunity to witness their exemplary qualities and contributions during this time.

[Paragraph 1: Describe your relationship with the applicant and the context in which you know them. Include specific details about how long you have known them and in what capacity (e.g., employer, teacher, mentor).]

[Paragraph 2: Discuss the applicant's character, skills, and attributes. Highlight any relevant achievements or contributions that make them a suitable candidate for immigration. Use specific examples to illustrate your points.]

[Paragraph 3: Mention any community involvement or volunteer work that demonstrates the applicant's commitment to contributing positively to society in their new country.]

[Paragraph 4: Express your belief in the applicant's potential success and positive impact in their new environment, and reiterate your support for their application.]

Please feel free to contact me at [your phone number] or [your email address] should you require any further information or clarification regarding [Applicant's Name].

Thank you for considering this reference.

Sincerely,

[Your Name]
[Your Position/Title]
[Your Organization/Company]